



Seattle, WA



(123) 456-7890



email@example.com



LinkedIn | Portfolio

KEY SKILLS

- Timeline management
- Budget coordination
- Content quality assurance
- Team collaboration
- Creative solution-seeking

Laura Harris

Associate producer bridging creativity and execution

A versatile production professional with five years of experience in managing project timelines, budgets, and quality assurance for diverse media projects. Skilled in team collaboration and creative problem-solving to meet tight deadlines.

PROFESSIONAL EXPERIENCE

ASSOCIATE PRODUCER

NORTHSTAR MEDIA, SEATTLE, WA | MAY 2018 – PRESENT

- Collaborate with senior producers to oversee production schedules for commercials and corporate videos, ensuring on-time delivery of all projects
- Coordinate with editors and graphic designers to maintain consistent quality standards, leading to a 20% increase in client satisfaction scores
- Assist in budget tracking and expense reporting for projects valued at \$500,000

PRODUCTION ASSISTANT

EVERGREEN PRODUCTIONS, SEATTLE, WA | MAY 2016 – MAY 2018

- Supported logistical aspects of production, including location scouting, equipment rentals, and set organization
- Reviewed scripts and storyboards for continuity and accuracy

EDUCATION

Bachelor of Arts in Media Production

University of Washington , Seattle, WA | May 2016